Retirement, Continued

Retirement Orders Transaction, Continued

Once you have entered the information on Screen 1 of 2, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 2. The following is an example of Retirement Orders (Screen 2 of 2) and a breakdown of the fields and the action to be taken on each field.

```
                       Retirement Orders (Screen 2 of 2)
000-00-0000                              YNC                    DOE, JOHN


                      Cumulative Sold:     45.0
                 Regular Leave Balance:    10.0
                   Saved Leave Balance:    00.0
        Total days Lump Sum Leave Selling: 10.0         (Element Code 90)
          Number days Saved Leave selling:  0.0         (Element Code 92)
        Number days Regular Leave selling: 10.0         (Element Code 93)

      Number days Excess Leave (check pay): 0.0         (Element Code 95)

                       Terminal Leave
                                AI:         29 (Do not include days for
                                AO:         00    permissive orders)
```

Field	Action
Cumulative Sold	This field cannot be updated. It shows the amount of leave days the member has sold throughout his/her career.
Regular Leave Balance	This field cannot be updated. This is the amount of regular leave the member currently has. *Note:* Ensure any leave taken by the member which has not posted in PMIS/JUMPS is subtracted from this balance and any leave that will be earned in the upcoming months is added to this balance.
Saved Leave Balance	This field cannot be updated. It and shows the amount of Saved Leave the member currently has.
Total days Lump Sum Leave selling	Enter the total amount of leave the member is selling (add the number of days the member is wanting to sell regular leave to the number of days the member is wanting to sell saved leave). *Note:* Only 60 days of leave may be sold in a career.
Number days Saved Leave Selling	Enter the number of days saved leave the member is selling.
Number days Regular Leave Selling	Enter the number of days regular leave the member is selling.
Number days Excess Leave (check pay)	If member is in an excess leave status, enter the negative leave balance on the member.

Continued on next page

Retirement, Continued

Retirement Orders Transaction, Continued

The following is a breakdown of the fields on Screen 2 of 2 and the action to be taken on each field, continued:

Field	Action
Terminal Leave (AI)	If member is going on terminal leave INCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 2 May 1998 and the last day of active duty is 31 May 1998, the number of days terminal leave would equal 29 days). *Note:* Do not include days used for permissive orders in this computation. Terminal leave begins the day after permissive orders end.
Terminal Leave (AO)	If member is going on terminal leave OUTCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 2 May 1998 and the last day of active duty is 31 May 1998, the number of days terminal leave would equal 29 days). *Note:* Do not include days used for permissive orders in this computation. Terminal leave begins the day after the permissive orders end.

Once you have completed the information in Screen 2 of 2, press the F6 key and the following screen will appear:

Retirement Orders Print Menu
A. Print Screen.
B. Print Transaction Log.
C. Print the Form for this Transaction.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Retirement Orders transaction and want a printed copy of the Transaction Log, press 'B'.
C	Do not use this option. There is no form for this type of transaction.

Completing the transaction

Once you have completed the information in Screen 2 of 2, and have printed any of the selections above, press <GO> or F1. You have now completed the Retirement Orders transaction.

Retirement, Continued

Certificate of Release or Discharge from Active Duty (DD-214)

You are now ready to complete the Certificate of Release or Discharge from Active Duty (DD-214) transaction. Refer to the Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual for instructions. Once you have completed this transaction you are now ready to complete the Tax Mailing Address transaction.

Member's Tax Mailing Address Transaction

To complete this transaction, refer to the Tax Mailing Address transaction in Chapter 2-A of this manual. Once you have completed this transaction you are now ready to complete the next transaction you selected off of the Retirement Transactions (Screens 1 through 3). If you did not select any other transaction then you have completed this event.

How PMIS/JUMPS is effected by the Retirement Orders Transaction

The Retirement Orders transaction (L68B) will close down the member's PMIS/JUMPS account.

VERY IMPORTANT: The following are very important rules:

- Other transactions may be necessary if the member is going on terminal leave. Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay needs stopped after the member has been on terminal leave for a extended amount of time. All remaining pay and allowances will be stopped automatically on the last day of active duty.
- If the member is **not** taking any terminal leave then all pay and allowances will be stopped automatically on the last day of active duty.

Corrections and deletions to the Retirement Orders Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If the Retirement Orders transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting the correction or deletion.